

INTERNSHIP OPPORTUNITY

Programme Assistant – Climate-Energy-Sustainability and Health programme

Friends of Europe is recruiting a programme assistant for a paid internship to provide support and assistance for a range of tasks, activities and events relating to the work of Friends of Europe.

Friends of Europe is a leading think tank that connects people, stimulates debate and triggers change to create a more inclusive, sustainable and forward-looking Europe.

The position is divided between our health programme and our climate, energy and sustainability programmes.

- Climate-energy and sustainability programme. The pandemic caused the deepest recession in the history of the EU, creating uncertainty and a false dilemma of economic recovery versus tackling climate change. The next EU budget and the recovery plan have tackled this head-on, clearly stating that the largest use of tax payer money should be reserved for a green recovery and a socially just transformation. Policy objectives are on the right track too – the EU aims for a 55% reduction in greenhouse gas emissions by 2030 and climate neutrality by 2050. Our Climate, Energy and Sustainability Programme focuses on the crucial role of all sectors of society to achieve these goals.
- Health programme. In 2020, the world learned a brutal lesson as the lack of preparedness and cooperation became clear. Looking ahead, system resilience, leadership in health management, collaboration and reducing inequality have become watchwords for benchmarking improvements in health. The logic of having more EU in health is undeniable and inescapable.

This is a great opportunity to understand the workings of an influential think-tank.

At Friends of Europe, we see traineeships as a way of combining initial full-time work experience with hands-on training. That's why our traineeships are for people who have recently graduated and are eager to acquire a first work experience. In this position you will have the chance to learn, give your input, and have an impact.

WHAT WILL I BE DOING?

- Assisting programme managers with the organisation, delivery and follow-up of the above-mentioned programmes and projects
- Supporting the selection process for the yearly class of the European Young Leaders
- Drafting event programmes and researching speakers, themes and background information
- Researching and writing briefings on EU and global policy challenges
- Providing input to developing programme content for our events, planning publications and requests for articles
- Assisting in the organisation and follow-up of meetings and conducting other administrative tasks relating to the organisation of events (e.g. managing correspondence, providing logistical arrangements, background documentation, report writing)
- Developing and keeping-up-to date databases (e.g. entering data, creating mailing lists)
- Engaging in work across the organisation and supporting the Leadership team as required

WHAT QUALIFICATIONS, COMPETENCIES AND SKILLS DO I NEED TO HAVE?

Profile – behavioural competencies

- A highly-motivated, proactive personality, well-organised
- Able to juggle different priorities and meet tight deadlines while maintaining strong attention to detail
- Ability to work in a multicultural team and with minimum supervision
- A particular interest in working for a think-tank
- Flexibility when having to work at morning & evening events
- Interested in event organisation

Knowledge & skills

- Demonstrable knowledge of and interest in European and global affairs
- Good understanding of EU institutions and the Brussels bubble, including protocol and political sensitiveness
- English as a mother tongue or equivalent level, any other EU languages is an asset
- Excellent writing skills and editing skills
- Good knowledge of Microsoft Office tools
- Knowledge of social media and information platforms to gather key content is a plus

Education & experience

- Relevant university degree (e.g. international relations, general social policy, politics, European studies etc)
- Research experience combined with good analytical skills

WHO CAN APPLY?

This position is open only to nationals of EU/EEA member states or Switzerland. Additionally, candidates must be legally and permanently allowed to work in Belgium (no assistance provided to obtain a visa or work permit).

HOW DO I APPLY?

The internship will be paid and based in Brussels and is to start -immediately, for 6 months.

To apply, please send:

- your CV (1 page maximum)
- a cover letter (1 page maximum)

To jobs@friendsofeurope.org with "YOUR NAME SURNAME – Programme Assistant CLEN" in the subject line

The closing date for applications is Friday 9 April 2021 at midnight CET. Interviews will take place one week after

Due to the large number of applications, unfortunately we will not be able to provide feedback to all candidates, therefore if you have not heard back from us by 16 April, please consider your application not selected. We wish you good luck !